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*File: DPA*

ODP-81-1438

30 OCT 1981

MEMORANDUM FOR: Chief, Management Staff, DDA  
FROM: Chief, Management Staff, ODP  
SUBJECT: New Communications Support Requirements  
FY1984-FY1988  
REFERENCE: DD/A 81-1300/2 Same Subject

1. Attached are two new communications requirements for the Office of Data Processing in the format requested. For better identification and tracking we have assigned a unique ODP number. Costing data is the best that is currently available.

2. ODP84-1, backup communications facilities [redacted] building, is at present a new FY1983 unfunded requirement. It is included in order to make OC aware of the need and outyear implications.

3. Copies of last year's requirements are being forwarded to OC with updated information where appropriate as requested.

Attachment A: Summary of New Requirements  
Attachment B: Description of Requirement

ODP/MS/GH:nks: [redacted] (29 Oct 81)(sup-req) (nancy's disk)

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**ATTACHMENT A**

**SUMMARY OF NEW COMMUNICATION REQUIREMENTS  
FY1984 - FY1988**

ODP 84-1 CANS2 Development Facility Support  
Backup (FY1983)

Secure voice and data transmission



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ODP 84-2 CANS2 Communications Upgrade  
New Locations (FY1985)

Secure telecommunications support for 10 additional  
locations not previously identified.

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**ATTACHMENT B**

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COST ESTIMATES

ODP84 - 1  
09/16/81

FOR

DDA FY

COMMUNICATIONS REQUIREMENTS

DIRECTORATE REQUIREMENT:

OFFICE: ODP

COMMENT:

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>	<u>SOC</u>
Millimeter System	1	72,000	72,000	3104
CY-104A Type Device	1	32,000	32,000	3104
Multiplexor (M24)	1	10,000	10,000	3104
Multiplexor (T-96)	1	7,500	7,500	3104

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OFFICE: ODP/Applications/A Division

TITLE: CAMS2 Communications Upgrade - New User Locations

REQUIREMENT:

A survey of COMIREX Automated Management System (CAMS) users was conducted during FY 81 in order to estimate FY 82-85 requirements for computer terminals and printers. One result of this study was the identification of Intelligence Community requirements for secure telecommunications support to ten (10) classified locations not currently serviced by CAMS. We anticipate that although the requesting Agency/Component for each new location will acquire its own communications link (cryptographic gear, multiplexors, etc.) corresponding charges to OC hardware and services will be required as well. Service to these new locations should be provided during the FY 84-85 time frame.

JUSTIFICATION:

New CAMS user locations result from new national collection systems, relocations of existing CAMS users, and backup/contingency support locations. These requirements were certified by an authorized representative of each Agency/Component.

TIME REQUIREMENT:

Required no later than 1 March 1985 and through FY 1988.

IMPACT:

If support to these ten new locations is not provided then the ability of CAMS2 to service new and relocated components will be severely restricted, thus limiting its usefulness. Further, CAMS2 will be unable to meet its requirements to support backup/contingency communications to external Intelligence Community systems.

CONTACT:

NAME:

OFFICE:

TELEPHONE:

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COST ESTIMATES

ODP84 - 2  
09/16/81

FOR

DDA FY

COMMUNICATIONS REQUIREMENTS

DIRECTORATE REQUIREMENT:

OFFICE: ODP

COMMENT:

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>	<u>SOC</u>
Installation, parts, etc.	1	60,000	60,000	2604

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A/C/MS  
10/26

26 JUN 1981

DD/A 81-1300/2

ODP # 81-817

MEMORANDUM FOR: Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Acting Director of Medical Services  
Director of Security  
Director of Training & Education

FROM: William N. Hart  
Associate Deputy Director for Administration

SUBJECT: New Communications Support Requirements for  
FY 1984-FY 1988

1. The attached memorandum from the Office of Communications requests that you identify and prioritize your communications support requirements for the period FY 1984 through FY 1988. As in the past, each requesting office will be responsible for programming new requirements. For these initiatives, please provide the information which is requested on the attached form. Since each office will budget for its own requirements, we ask that you provide an office priority. With OC concurrence, a directorate priority ranking will not be provided.

2. Since OC is expected to program for those items which were initiated in your 83 program but which have continued out-year resource requirements, it will also be necessary that you forward information included in your 1983 OMB budget submission on approved new 1983 communications support requirements as well.

3. OC needs the 1984 new requirements by 1 November 1981, and the out-year projections from the 1983 OMB submission at the same time.

4. Please forward the new requirements for 1984 to Management Staff by 29 October 1981. Please forward the 1983 out-year projections directly to the System Requirements Manager in OC by 1 November 1981.



25X1 5. If you have any questions regarding this request, please call Management Staff on extension

William N. Hart

25X1

Attachments:  
As Stated

OC-m81-480

19 JUN 1981

MEMORANDUM FOR: Chief, Management Staff, DA

STAT FROM:

  
Director of CommunicationsSUBJECT: Submission of New Communications Support  
Requirements for FY 1984 through FY 1988

1. It is requested that FY 1984 through FY 1988 communications support requirements for Directorate of Administration (DA) offices be forwarded to the Office of Communications (OC) by 1 November 1981. It is further requested that the requirements be listed in Directorate priority order.

2. We do not anticipate any changes to the Program Call instructions from the previous two years; new communications initiatives will be programmed by the requesting component and OC will program for the appropriate support in subsequent years. While it is recognized and accepted that totally new initiatives will surface with annual submissions, it is hoped that Directorate requirements, for the most part, will be closely related to those that have been submitted in the past and that have been included in the OC Recapitalization Program, General Implementation Plan for FY 82-89.

3. In addition to the above, it will be necessary for OC to have information relative to communications requirements included in the DA offices' FY 1983 budget submission in order that out-year support costs may be included in OC FY 1984-88 programs. This information should be submitted with your 1 November 1981 requirements submission or, if that is not possible, forwarded to OC as soon as possible after the Office of Management and Budget approvals are received.

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4. OC representatives are prepared to assist members of your staff or the DA offices with definition and statement of requirements as necessary. The focal point for discussion of new support requirements is the Systems Integration Staff, Engineering Division (OC-ED/SIS).  is designated the Systems Requirements Manager within SIS and is the primary point of contact for Directorate and Office communications requirements coordinators. Should additional information concerning this memorandum be required, please have members of your staff contact  non-secure.

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DDA RANK: \_\_\_\_\_ of \_\_\_\_\_

OFFICE RANK: \_\_\_\_\_ of \_\_\_\_\_

OFFICE:

TITLE:

REQUIREMENT:

JUSTIFICATION:

TIME REQUIREMENT:

IMPACT OF LACK OF SERVICE ON OTHER PROGRAMS:

CONTACT:

NAME:

OFFICE:

TELEPHONE:

DDA

C/AS

CEP # 81-142

DDA 81-2228

27 October 1981

MEMORANDUM FOR: Executive Officers, DDA Offices  
 ATTENTION: Telephone Directory Coordinators (See distribution)  
 FROM: [REDACTED]  
 Executive Officer to the DDA  
 SUBJECT: Conformity of Office Indicators Throughout the  
 Directorate of Administration

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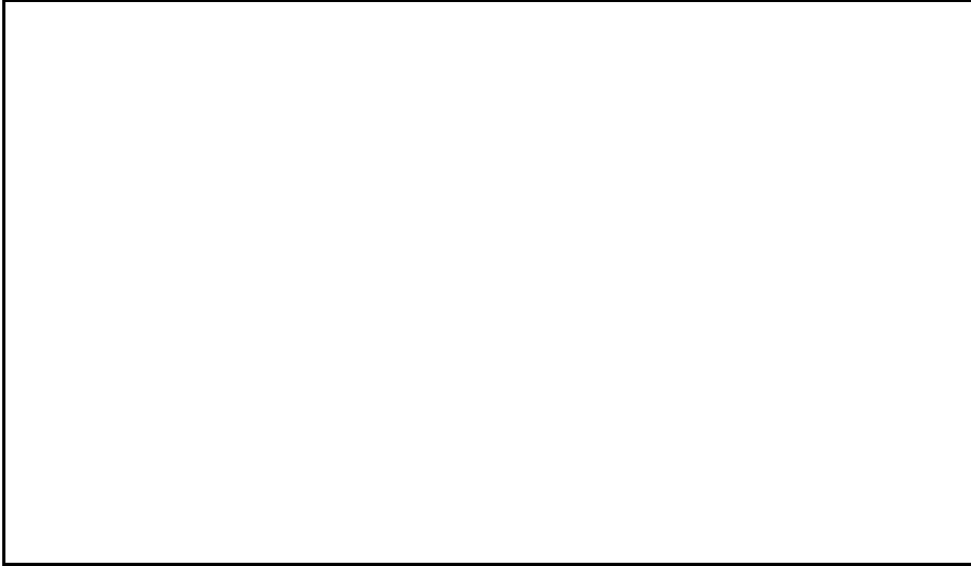
1. With the imminent reissuance of the Agency Telephone Directory, it is an appropriate time to make all Directorate of Administration Office indicators consistent. Under the title of the section for your Office in the Organizational Directory section under DDA, i.e., Office of Finance, please write your Office indicator in all caps, with no slashes, in two or three letters, as appropriate, i.e., Office of Finance would use (OF). For the indicator after the title of the Director of the Office, use a capital "D", a slash "/", and the same indicator listed under the name of the Office as noted above, i.e., Director of Finance would be D/OF. For indicators on down the line, the unit should be listed first, then the branch, then the division, with the office listed last, i.e., [REDACTED] of the Data Base Management Branch of the Accounts Division of the Office of Finance would be listed as [REDACTED] or Technical Security Branch of the Communications Security Division of the Office of Communications would be listed as TSB/CSD/OC.

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2. Your cooperation is appreciated. If you have any questions on the above or need additional information, please contact us.

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DD/A 81-2161

21 OCT 1981

ODP # 81-1403

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: FY 1982 Unfunded Requirements

25X1

1. Attachment A indicates that the Agency currently has FY 1982 unfunded requirements in excess of

25X1

[Redacted]

2. In addition, Other unfunded requirements in the amount of [Redacted] have been submitted, but are not considered essential. This listing is included in attachment C. Finally, we have a number of Internal (i.e., under \$100K) unfunded requirements within the Directorate.

25X1

3. With the exception of our share of Agencywide unfunded requirements, our total of unfunded items listed in attachments equal [Redacted] With a nonpersonnel services budget of [Redacted] for the Directorate in FY 1982, it is clear that the DDA cannot absorb an additional 15 percent more of our budget unless there are some surpluses of which we are not aware.

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SECRET

4. In order to attempt to find some solution to the above dilemma, it is requested that each Office:

a. Review the lists of unfunded requirements to ensure that the lists are complete; that the internal Office ranking is correct; that the amount needed is accurate; and that each item was not included in the budget or not included in a sufficient amount.

b. Identify any surpluses in your FY 1982 budget. We know this is a difficult question at the beginning of the fiscal year, but we must have a thorough review, watching for projects or items that are no longer required.

c. Rank and identify in 5 percent increments up to 15 percent of your nonpersonnel services budget those savings which may be realized by either deference or elimination. A word of caution--do not list essential items that you know we cannot eliminate, such as the Executive Dining Room.

5. Last year, and in years past, there have been personnel services savings that basically have taken care of our unfunded requirements. This year is no exception. With the Agency slightly under strength at the beginning of the fiscal year and an increase in FY 1982 positions, there may well be some personnel services savings. However, as you are aware, the Office of Personnel is beefing up its recruitment program and has requested \$2.3 million in this effort. The Directorate of Administration and the rest of the Agency must support this effort because the personnel are critically needed.

6. The Agency has already submitted an FY 1982 budget amendment and the DCI has stated no additional budget relief will be requested. We also know that the Comptroller only has minimal funds available at this time, so we cannot expect relief from that quarter. In short, it appears we must find solutions to our own problems.

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7. Please provide the information requested in paragraph 4 above to the DDA Managaement Staff by COB 30 October 1981. If any additional information is required or assistance is needed, please contact

25X1

[redacted] DDA Management Staff, extension [redacted]

25X1

[redacted]

25X1

Harry E. Fitzwater

Attachments

**SECRET**

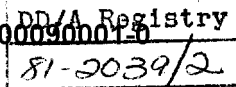


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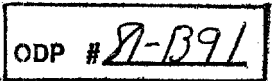
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119 OCT 1981



MEMORANDUM FOR: Director of Data Processing

FROM: Harry E. Fitzwater  
Deputy Director for AdministrationSUBJECT: Continuing Resolution ☐

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REFERENCE: O/Compt Memorandum #81-1321 dated 14 October 1981

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1. Reference memorandum (attached) offers guidance in obligating funds under the Continuing Resolution. ☐

25X1

2. In keeping with our restricted spending levels, please delay or postpone nonessential procurement items and contracts. Service contracts should be obligated on a propagation factor; i.e., monthly. ☐

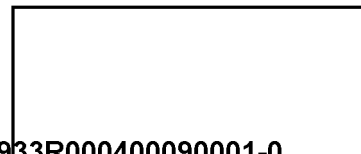
25X1

3. During the period 1 October through 20 November 1981, your

25X1



Harry E. Fitzwater

Attachment  
As Stated

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ODP # 81-1396

1 2 OCT 1981

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education

STAT

FROM:

[Redacted]  
Chairman, DDA Senior Secretarial Panel

SUBJECT: Promotion of Secretaries from GS-07 to GS-08

1. As you know, the DDA subgroups have the responsibility for comparatively evaluating GS-07 secretaries and approving them for promotion to GS-08. Upon reaching the GS-08 level, the DDA Senior Secretarial Panel (SSP) then assumes the career management responsibility for the secretary.

2. It is requested that your Evaluation Panels carefully review the qualifications of GS-07 secretaries before promoting them to GS-08 in order to ensure that they possess all of the skills required for positions in the senior secretarial ranks. Qualification by Agency standards in typing and shorthand is essential. A GS-08 secretary who is not qualified in shorthand is placed at a distinct disadvantage in competing with her peers who are fully qualified. The secretary without shorthand will undoubtedly be ranked lower in the comparative evaluation process and cannot be considered competitive when applying for other senior secretarial positions. Thus, the secretary's potential for reassignment to another position or for advancement beyond the GS-08 level is very limited, and can only result eventually in frustration and dissatisfaction for the secretary.

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3. If you have any questions regarding the above, please feel free to call me [Redacted] Executive Secretary, DDA/SSP. [Redacted] is also available for counselling secretaries who aspire towards occupying a senior secretarial position.

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DDA 10-10-81  
81-0681/5

ODP # 81-1337

MEMORANDUM FOR: Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training and Education

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Well Done

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1. [ ] Director of Communications, has given me some good news which I wish to share with all of you. OC conducted a survey of Headquarters-originated messages between 19 and 22 August to determine the number of handwritten corrections still being made to cables. The Agency overall percentage was 10.1 percent which represents a reduction of 4.3 percent from the totals obtained in a February 1981 survey. This is also the lowest number of corrections noted since these surveys were begun.

2. Officers in the Directorate for Administration were noted to have made corrections on 4.8 percent of Directorate cables, a reduction of 1.8 percent from the previous survey. I am encouraged by the significant progress we have made in our efforts to totally eliminate handwritten corrections on Agency cables. I am especially proud of Administration Directorate personnel for the contribution they have made in this effort. Please accept a hearty well done and keep up the good work.

[ ]

Harry E. Fitzwater

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